**Facilities/Cache (2024)**

**Checklist #7**

| **Location:** |  |
| --- | --- |
| **Date:**  MM/DD/YY |  |
| **Respondent:**  First, Last |  |
| **Reviewed by:**  First, Last |  |

**For the National Preparedness Review, you will need to have the following items available for review:**

| **CHECKLIST ITEM #** | **DOCUMENTATION** |
| --- | --- |
| 1 | Documentation of annual safety inspection |
| 9 | Inventory records |

**FACILITIES**

***Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed***

| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 1 | Formal safety inspections of physical facilities are made by a qualified inspector at least once each fiscal year.  *[H-1112-1, Ch 10]* |  |  |
| 2 | Computer/fax/telephone equipment meets the needs of the unit. |  |  |
| 3 | Facility has security for: |  |  |
|  | a. Personnel records  *[OS-76 Item 43 Schedule]* |  |  |
|  | b. Government equipment (computers, printers, etc.) |  |  |
|  | c. Personal equipment |  |  |
| 4 | Safety equipment and signage includes: |  |  |
|  | a. Portable fire extinguishers are provided in adequate numbers, serviced annually, mounted in readily accessible locations, and marked with a readily visible sign.  *[29 CFR 1910.157]* |  |  |
|  | b. Smoke detectors are mounted in each sleeping room, tested, and maintained.  *[NFPA 101 (2018) 9.6.2.10]* |  |  |
|  | c. First aid supplies are readily available.  *[29 CFR 1910.151(b)]* |  |  |
|  | d. Emergency lighting and exit lighting.  *[29 CFR 1910.37(b); H-1112-1, Ch 12]* |  |  |
| 5 | Storage of flammables/hazardous materials meets standards.  *[OSHA 29 CFR 1910.106]* |  |  |
|  | 1. All flammable storage buildings are legibly signed according to policy. |  |  |
|  | 1. Flammable solids are stored above liquids, or in a separate location |  |  |
|  | 1. Leaking containers are removed from use and the contents transferred to an undamaged container |  |  |
|  | 1. Flammable liquids are stored on metal shelves |  |  |
|  | 1. A hazardous materials inventory is available and current |  |  |
|  | 1. Hazardous materials spills are promptly cleaned up |  |  |
|  | 1. Employees have required PPE (as identified by safety data sheets) and training to handle HAZMAT on site, including class A foam, etc. |  |  |
| 6 | Bulletin board includes appropriate postings: |  |  |
|  | 1. Unit and district organization charts |  |  |
|  | 1. Occupant Emergency Plan |  |  |
|  | 1. 10 Standard Fire Orders |  |  |
|  | 1. 18 Watch Out Situations |  |  |
|  | 1. LCES |  |  |
|  | 1. Fire Prevention Plan |  |  |
|  | 1. Fire weather information |  |  |
|  | 1. Smoking policy |  |  |
|  | 1. Sexual harassment policy/EEO counselors |  |  |
|  | 1. Department of Labor required information   <https://www.dol.gov/general/topics/posters#workplace-posters> |  |  |
| 7 | Safety data sheets (SDSs) are readily accessible in the primary workplace facility.  *[OSHA 29 CFR 1910.1200(g)(8)]* |  |  |
| 8 | The facility has an eyewash station that provides at least 15 minutes of continuous flow, the eyewash solution is current, and the station is maintained. Eyewash station must be flushed at least monthly if it is a plumbed eyewash system.  *[OSHA 29 CFR 1910.151 (c), ANSI Z358.1]* |  |  |

**CACHE**

***Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed***

| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 9 | Inventory and use records available and current.  *[RB Ch 11]* |  |  |
| 10 | Cache is secure.  *[RB Ch 11]* |  |  |
| 11 | Tools meet maintenance standards.  *[NWCG Standards for Fire Equipment Storage and Refurbishing* (*PMS 448*)*]* |  |  |